



UNION CONG
Nursery School

Application Procedure 2019-2020

All applications (Priority and Non-priority) will be accepted Tuesday, January 2 through Noon on Friday, January 25. Applications may be mailed or dropped off at the Nursery School Office. Priority, then non-priority, applications will be processed by lottery. Placement is made with consideration given to recommendation of teachers and class balance with regard to gender and age. The Director has final discretion in all class placements.

Application Calendar

Dec. 15, 2018	Applications available
Jan. 2-25, 2019	Applications accepted
Jan. 25, 2019 @ noon	Applications and Scholarship applications due
Feb. 8, 2019	Class placement notifications mailed
Feb. 25, 2019	15% tuition payment due with Enrollment Contract

No space held after Feb. 22 without 15% tuition payment and signed Enrollment Contract.

Priority is given in the following order:

1. Union Congregational Church Members (joined by Dec. 1, 2018) or returning students
2. Siblings of currently enrolled students
3. Siblings of former students/children of alumni

Application:

Complete the attached application and return with the appropriate fee between Jan. 3-25, 2019. **NOTE: Applications from priority families submitted after the Jan. 25 deadline will lose priority status.**

The application fee is **NON-REFUNDABLE**.

Priority Applicant - \$40.00 Application Fee

Non-priority Applicant - \$50.00 Application Fee

ADDITIONAL INFORMATION

4/5'S 5 DAY CLASS PLACEMENT: Placement in the 5 day class will be determined by the child's teacher and the school's Director. You will be notified of this placement via email in July.

EXTENDED DAY OPTIONS until 2:30PM:

Discovery Club: (Sept.-June Tues & Thurs) an optional program for 4/5s students.

The focus in Discovery Club is on the natural world; the group investigates the children's garden and church grounds, which are full of wonderful things for children to experiment with, discover, and explore. Projects evolve from their observations about the weather, insects, and plants. Their curiosity is stimulated as they seek answers to their questions about new findings.

Explorers Club (Jan-June Tues & Thurs) an optional program for 3 year olds enrolled in 4 day 3s & 3/4s. This class will begin with a short quiet rest time followed by outside time and work time in the classroom.

TOILET TRAINING / DIAPERING:

It is important that **all children wear clothing that they can easily manage themselves**. Simple elastic waistbands on pants are ideal; belts, buttons and snaps are problematic.

Children enrolled until 1:00pm are in programs designed for children who are completely toilet-trained and do not require diapers or pull-ups. Children who enter school in September must be able to take care of their own toileting needs, including wiping, flushing and re-adjusting clothing. Pull-up diapers are not permitted as underclothing. Children who are eligible to attend our 3's classes but require more time to master toilet training should enroll in the **3s WTHF** class that meets 9 - 12.

Children enrolled in our **Young 3** classes are encouraged to be in the process of toilet training. Children who are in diapers will be changed as needed. Parents are asked to communicate with teachers about their routines at home related to toilet training so that teachers may continue to support routines at school. Teachers will inform families about supplies for changing diapers that must be stored at school.

CLASSES THAT USE CARLINE: To ease congestion on Cooper Avenue, the following classes use the carline: 4/5s 5 Day, 4/5s 4 Day (AM only), 3/4s (Tuesday- Friday), 3s 4 Day (Monday, Tuesday, Thursday and Friday) and 3s 3 Day (Monday, Wednesday, Friday). Children are met at the porch in the back of the Vincent Building from 8:50-9:10am and collected at 1:00pm. One day each week children will be collected in the classroom to enable parents to look at and react to projects and documentation.

IDENTIFIED SPECIAL NEEDS: Children with IDENTIFIED SPECIAL NEEDS: In accordance with the NAEYC Code of Ethical Conduct (Section II P-1.7), "we shall strive to build individual relationships with each child; make individualized adaptations in teaching strategies, learning environments, and curricula; and consult with the family so that each child benefits from the program. If after such efforts have been exhausted, the current placement does not meet a child's needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child's family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child's success." Please speak with the Director to obtain further information.



Union Cong Application for Admission 2018-2019

Child's Name _____ Birthdate: _____
Last First Mi

Previous School _____ Boy Girl

Parents/Guardians _____

Address _____ City/State _____ Zip _____

Phone: _____ Cell #1: _____ Cell #2 _____

Email #1 _____ Email#2 _____

How did you hear about Union Congregational Weekday Nursery School? _____

Are you a member of Union Congregational Church? **Yes No** Is the applicant a currently enrolled student? **Yes No**

Is the applicant a sibling of current student? **Yes No** Is the applicant the sibling of former student/child of alumni? **Yes No**

Name of former/alumni student: _____

Class Selection: Please indicate numerical order of your preference for all classes your child is eligible to attend. If you do not obtain your first choice, your child will be placed on a waiting list for the first choice in order of his/her lottery number.

Young 3s January Start (2 yrs by July 10)

Choice #	Class	M	T	W	Th	F	Time
	Y3 2 day**				x	x	9:00am-12:00pm

Young 3s (2 yrs by March 10th)

Choice #	Class	M	T	W	Th	F	Time
	Y3 3 day	x	x	x			9:00am-12:00pm
	Y3 2 day	x	x				9:00am-12:00pm

3s (3 yrs by October 1st) Toilet Trained

Choice #	Class	M	T	W	Th	F	Time
	3s 4 day	x	x		x	x	9:00am-1:00pm
	3s 3 day	x		x		x	9:00am-1:00pm
	3's 3 day			x	x	x	9:00am-12:00pm (no Lunch)

3/4s (3 yrs by March 10th) Toilet Trained

Choice #	Class	M	T	W	Th	F	Time
	3/4s 4 day		x	x	x	x	9:00am-1:00pm

4/5s (4 yrs by October 1st) Toilet Trained

Choice #	Class	M	T	W	Th	F	Time
	4/5s 4 days	x	x	x	x		9:00am-1:00pm
	4/5s 5 days	x	x	x	x	x	9:00am-1:00pm

Extended Day Options

Please check	Class	M	T	W	Th	F	Time
	Discovery Club* (4/5 Classes ONLY)		x		x		1:00-2:30pm
	3s Explorer Club **(4 Day 3s Classes ONLY)		x		x		1:00-2:30pm

*starts 2nd week of school

**January Start

Is there any additional information you could share with the Director about your child (i.e. temperament, previous school experience, speech, hearing, O.T.) that would be helpful to know in order to place them in an appropriate class?

Tuition Rate Schedule for 2018-2019

Class	Annual Tuition	15% Deposit	10% Due May 15th	25% Tuition	10% non-refundable
Young 3s 2 days **	\$2024.00	\$304.00	\$202.00	\$506.00	\$202.00
Young 3s 2 days	\$3244.00	\$487.00	\$324.00	\$811.00	\$324.00
Young 3s 3 day	\$4872.00	\$731.00	\$487.00	\$1218.00	\$487.00
3s 3 day (no lunch)	\$4516.00	\$677.00	\$452.00	\$1129.00	\$452.00
3s 3 day (with lunch)	\$5888.00	\$883.00	\$589.00	\$1472.00	\$589.00
3s 4 day	\$7308.00	\$1096.00	\$731.00	\$1827.00	\$731.00
3/4s 4 day	\$7308.00	\$1096.00	\$731.00	\$1827.00	\$731.00
4/5 Pre K 4 days	\$7712.00	\$1157.00	\$771.00	\$1928.00	\$771.00
4/5 Pre K 5 days	\$8628.00	\$1294.00	\$863.00	\$2157.00	\$863.00
Discovery Club*	\$1552.00	\$233.00	\$155.00	\$388.00	\$155.00
3s Explorers Club **	\$964.00	\$145.00	\$96.00	\$241.00	\$96.00

*starts 2nd week of school

**January Start

Tuition Policies

- To insure your child's placement, 15% of the annual tuition and a signed Enrollment Contract must be returned to the Nursery School Office on or before Feb. 23, 2018.
- **Enrollment is a full-year contract. If your child is withdrawn after placement has been secured with payment of 15%, 10% of the total annual tuition will not be refunded. The remainder of your initial payment will be refunded after July 1, 2018.**
- **If you choose to pull your child out for any reason after August 1st (or after December 1 for classes that start in January 2019), you need to appeal the Board to be absolved of your remaining year-long financial contract.**
- All withdraws must be requested in writing.
- Any refund requested must use the Tuition Request Form within 30 days of the withdrawal decision.
- The application fee (\$40-priority, \$50-non-priority) is NON-REFUNDABLE.
- Tuition is paid in **5 installments**: 15% of the annual tuition as a deposit, 10% due **May 15th**, 25% due **Oct. 1, Nov. 15th, and Jan. 15th**. For special payment situations if needed, please contact the Director.
- **Tuition must be paid in full by January 15, 2019.**
- A late fee of \$50 will be assessed if tuition payments are over two weeks late.
- Tuition Assistance is available for families that qualify. Please apply by January 26, 2018. Forms can be obtained in the office.
- A class may be cancelled if it is under enrolled. In the case of a school-initiated cancellation, a full refund will be issued.

I have enclosed the non-refundable application fee of \$40 (priority) or \$50 (non-priority). Cash, check payable to Union Congregational Nursery School or using VANCO through our website. I understand the tuition policies described above.

Signature _____

Date _____